

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by performing office functions and handling clerical duties. The work involves frequent contacts with the public as receptionist for the Chief's office. The employee of this class maintains records for the Police Chief, types records and reports, and assists with making arrangements for the maintenance and repair of department equipment. The Secretary to the Police Chief performs routine duties independently, with instruction for special assignments received from the Police Chief. The incumbent is responsible directly to the Police Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers telephone inquiries about the operation of the department, and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Police Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Police Chief. Composes business letters using correct grammar and punctuation.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Maintains roster of department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database.

Transcribes dictation. Operates a word processor or a computer terminal in order to enter or retrieve information from files.

Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records. Assists the Chief in the preparation of the departmental budget. Orders and distributes supplies and equipment. Locates repair services, and arranges for repairs and maintenance of all assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS:

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.